

Digitization FAQ

The *Voices Rising* project is partnering with Boston-area national parks and historic sites, and the [Boston Public Library](#), to create electronic versions (digitization) of primary source materials for teachers to incorporate into their American history lessons.

What is digitization?

Digitization is the process of taking a physical object and converting it into digital information. For instance, the original Declaration of Independence is exhibited at the Rotunda for the Charters of Freedom in Washington, DC. However, you can view a digital image by visiting the following website: <http://www.ushistory.org/declaration/index.htm>

Why will primary source materials be digitized?

From a teaching perspective, the answer is to increase teacher and student access to primary source information. From a research perspective, digitization will aid in the preservation of materials for the future. An example would be a seventeenth-century map that has been scanned and saved as a digital image.

What types of materials can be digitized?

Print: manuscripts, journals, books, and maps

Museum Artifacts: portraits, sculptures, tools, architecture, and machines

Sound and Voice: speeches and public domain recordings

Video and Film: public domain movies and national park service video content

Who will determine if a material can be digitized?

The Boston Public Library will be responsible for researching and securing the rights to digitize the majority of primary source materials. Some national parks and historic sites have funding to digitize selected resources. The BPL will include an overview of digitization during the summer institute.

What is the process for requesting that something be digitized?

1. Complete the *Voices Rising*: Digitization Request Form.
2. Submit the completed form to Elizabeth Tousignant.
3. After consulting with national park and BPL partners, Elizabeth Tousignant will return the form to you. The request will be approved or denied based upon the following three criteria:

a. Relevance

When the purpose of a request is not obvious, the requestor, the Teacher Learning Center Director and Elizabeth Tousignant will discuss the appropriateness of the request to determine if other options better fulfill the goals of the teacher's lesson.

b. Technical Capability

The BPL and national parks/historic sites may or may not have appropriate equipment to respond to a request. For example, a 3' x 4' map of colonial Boston requires a large format scanner that may be unavailable to the project.

c. Budgetary Limits

Each teacher has a limited number of hours to be used for digitization services.

How do I access digitized primary source material for my lesson?

Primary source materials will be available on the project's website. The TLCs will assume the technical responsibility for physically incorporating selected primary source materials into teacher lessons.